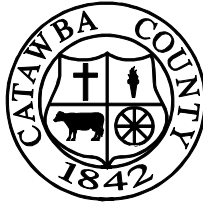


PO BOX 389  
NEWTON, NC 28658



PHONE#(828)465-8399  
FAX #(828)465-8375

**PROCEDURE FOR ACQUIRING PERMITS FOR ALL CONSTRUCTION OTHER THAN  
ONE AND TWO FAMILY DWELLINGS**

The Catawba County Permit Center needs the following approvals and applications turned into the office before a building permit can be issued.

1. Two complete sets of working drawings (i.e.; but not limited to: floor plans, U. L. designs of all rated assemblies and U. L. designs of all penetrations of rated assemblies, door & finish schedules, structural framing plans & details, plumbing, mechanical, & electrical plans with an Appendix B on first or second sheet; along with fire sprinkler drawings and site plans, fire alarm plans if applicable), shall be submitted to the Building Inspection office for plan review. Plans shall be drawn to a standard architectural scale with sufficient clarity and detail to indicate the nature and character of the work. Such drawings shall be specific and shall not cite the technical codes as a whole or in part. All sheets shall bear the name, signature and address of the person responsible for the design. Plans may have to be prepared by a North Carolina Architect or Engineer per the Administration and Enforcement Code, Volume 1-A, Section 302.4

\*\*SUFFICIENT CLARITY WILL BE REQUIRED ON ALL PLANS\*\*

2. Zoning approval from the proper zoning jurisdiction (see list of phone numbers for proper office) BELOW
3. Health Department Approval if there is a septic tank and/or well system on the property or going to be, or conformation of city sewer services provided. (An Authorization to Construct permit must be obtained from Environmental Health Department or approval of an existing system). Also if food service is provided in building one set of plans must be submitted to the CATAWBA COUNTY HEALTH DEPT for review and approval 465-8270.
4. An application for Building Permit, completed by owner or contractor. If a licensed contractor is to be listed on the permit, that contractor must state his name as listed in the license book, license number, address, and sign the application form in the office or have application notarized if signed outside of office.

A building permit will be issued only after all the above approvals and applications have been received in the Permit Center. Fees for building permits are collected when the permit is issued, unless an approved account has been set up in advance.

Catawba County Permit Center	465-8399
Catawba County Zoning Office	465-8380
Newton Zoning Office	465-7400
Town of Catawba	241-2215
City of Claremont(Tuesday AM only)	459-7009
City of Conover	464-1191
Town of Longview	322-3921
Environmental Health	465-8270
Town of Maiden (Zoning office)	428-5007

**\*Special procedures apply and need to be addressed before a permit is issued if the building is to be a stucco structure.**

**\*IF THERE ARE ANY FURTHER QUESTIONS PLEASE CALL THE PERMIT CENTER AT 465-8399 BETWEEN 8AM & 5PM\***